



# **Greater Thetford Development Partnership Board**

15<sup>th</sup> September 2017 10.00am- 12.00pm

Charles Burrell Centre,  
Staniforth Road,  
Thetford,  
Norfolk,  
IP24 3LH

# AGENDA

	Item	Lead
<b>1</b>	<b>Apologies</b>	
<b>2</b>	<b>Minutes and matters arising from 16<sup>th</sup> June 2017</b>	Graham Jermyn
<b>3</b>	<b>Greater Thetford Development Partnership Board Governance</b>	Graham Jermyn
<b>4</b>	<b>Greater Thetford Development Partnership Board Objectives</b> <ul style="list-style-type: none"> <li>• Objective 1: Breckland Council lead</li> <li>• Objective 2: Norfolk County Council lead</li> <li>• Objective 3: Thetford Alliance (GP practices)</li> <li>• Objective 4: Thetford Town Council lead</li> <li>• Objective 5: Flagship Housing lead</li> <li>• Objective 6: Norfolk County Council lead</li> </ul>	update from Board members
<b>5</b>	<b>Communications</b>	Breckland Council
<b>6</b>	<b>Thetford SUE update</b>	Will Van-Cutsem (Pigeon)
<b>7</b>	<b>NHS Feasibility</b>	Robert Howes-Ward
<b>8</b>	<b>Greater Thetford Development Partnership Sub Groups</b> <ul style="list-style-type: none"> <li>• Communities</li> <li>• Inward Investment</li> <li>• Planning and Projects</li> </ul>	Robert Whittaker Robert Campbell Richard Doleman
<b>9</b>	<b>Organisational updates</b> Representatives to report on any matters of interest in their area.	
<b>10</b>	<b>Future Agenda Items</b> Board Members will be invited to raise any agenda items prior to future meetings so that responses can be available at the meeting. This will reduce Any Other Business to emergency items only.	All
<b>11</b>	<b>Any Other Business</b>	All
<b>12</b>	<b>Date of Next Meeting</b> 13 <sup>th</sup> October 2017 at 10.00am in the Charles Burrell Centre, Staniforth Road, Thetford, Norfolk, IP24 3LH	

**Greater Thetford Development Partnership Board  
Minutes**

16 June 2017 10.00am – 11.30am  
The Church on the Way, Thetford, Norfolk

**Attendees:**

**Chair:** Graham Jermyn GJ

**Board Members**

Mike Brown MB (Thetford Business Forum), Caroline Money CM (Norfolk County Council), , Robert King RK (Croxtton Parish Council), Terry Jermy TJ (Thetford Town Council), Robert Campbell RC (Breckland Council – sub-group chair), Will Van Cutsem WVC (Pigeon), Richard Doleman RD(Norfolk County Council), Rob Walker RW(Breckland Council), Robert Whittaker RWh(Communities sub-group chair), Cllr Phil Cowen PC(Breckland Council)

**Guests:** Emma Ratzer and Alison Arnold.

**Minutes**

Helen McAleer HM (Breckland Council)

**Apologies:**

Tony Poulter TP(Brettenham & Kilverstone Parish Council), Sam Chapman-Allen SCA(Breckland Council), Robert Hayes-Ward RHW(Norfolk PCC), Chris Hey CH(Norfolk County Council; Adam Broadway AB(Flagship), Paul Wheatley PW (Norfolk Police)

	Item	Action
1.	<p><b>Apologies</b></p> <p>As above.</p>	
2.	<p><b>Minutes and matters arising from 21 April 2017)</b></p> <p>The Minutes were agreed and the following points were noted.</p> <p>The consultation on the Public Space Protection Order was complete and a report would be presented to the next Cabinet meeting.</p> <p>RD had followed up on the issues concerning Thetford bus station and there was now on-going communication occurring with RWh.</p> <p>WVC would provide the update from Pigeon later on the agenda.</p>	
3.	<p><b>Vision and Objectives for Greater Thetford</b></p> <p>The amended Vision and Objectives were approved.</p> <p>Volunteers were requested to take ownership of each of the six areas to move forward with the objective and tasks and report back.</p> <p><b>No 1: To seek and lobby for investment and improvement in strategic infrastructure</b></p> <p>RC would lead. RD would support.</p>	

	<p><b>No 2: To promote the Greater Thetford area as a ‘destination of choice’</b></p> <p>The County Council representative was volunteered to lead and Corinne Fulford of the Communities Sub-Group was volunteered to support. (Subject to their agreement.)</p> <p><b>No 3: To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities</b></p> <p>It was suggested that RHW should lead and TP would support. (To be confirmed as both were absent from the meeting).</p> <p><b>No 4: To revitalise Thetford town centre and improve connectivity with public and other forms of transport</b></p> <p>Town Council to lead, subject to their agreement. BDC and RWh to support.</p> <p><b>No 5: To ensure a good supply and mix of quality housing with choice and opportunity for all</b></p> <p>AB had volunteered to Lead. TJ and RK would support.</p> <p><b>No 6: To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live</b></p> <p>NCC to Lead. MB to support.</p> <p>Cllr Cowen had just been appointed to the Breckland Bridge Board. He was sure they would take an active role in the revitalisation of the town centre. He would raise that at their next meeting.</p> <p>No decision had been taken yet on how much BDC was contributing to the Market Towns Initiative but it was likely to be a quarter of a million pounds across all market towns. It would be considered by Cabinet in July.</p> <p>The Investment sub-group and the Project sub-group would act as a resource for the working groups. The Community sub-group would be the same but would also be directly involved in some themes.</p> <p>Each nominated lead would report on their theme to the next meeting.</p> <p>RWh asked if there was a plan to publicise the objectives or to give the community any opportunity for feedback.</p> <p>The Aims and Objectives would be added to the website and a BDC Communications Officer would attend the next meeting to discuss future public relations and publicity. The Community sub-group would be asked to give feedback but there would be no formal consultation.</p>	<p>MBarnard</p>
<p><b>4.</b></p>	<p><b>The past, present and future role of Access Community Trust in</b></p>	

**the Greater Thetford Area**

The Chairman introduced Alison and Emma and declared an interest as a trustee of the Trust. Introductions were made round the table.

The organisation had been around for about 40 years in Lowestoft and had been in Thetford for seven years. It had been founded in 1975 (as St John's Housing Trust) due to the decline of the fishing industry in Lowestoft to support out of work fishermen in a rough shelter. Since then it had grown and now had 17 properties in Suffolk and Norfolk. In 2013 it had re-launched as the Access Community Trust.

John Room House in Thetford had opened in 2010 and had 10 bedsit rooms and 12 move-on flats; so it could cater for 22 residents at any one time. Accommodation was just a part of what the Trust provided. Initially it assessed each person to decide why they were homeless and to address what had gone wrong. They held employability classes, looked at health and wellbeing and assisted with debt problems. They taught some cooking skills and had a garden with a polytunnel which made them quite self-sufficient.

They had taken the lease on the top floor of a building in Tanner Street on a lottery funded project, working with a group of 25 and over long-term unemployed. They hoped to be able to gain control of the ground floor of the building to open a café which would help them to become self-sustaining using Paddy & Scotts coffee which was a local firm.

Their vision for Thetford had four strategic themes, accommodation, health and wellbeing, employment and enrichment services.

They had just started to work with West Suffolk College and they would run some courses in the Tanner Street premises. They would also work with local employers and the job centre as well.

Homelessness was increasing every year. It was a challenging situation. It was suggested that the priority should be prevention work by providing somewhere to go for advice.

The Trust's aim was to build services that were self-sustaining by selling coffee to pay rent, utilities and staff. Charity shops also provided an opportunity to give work experience and the business paid for the accommodation.

MB asked which employers the Trust worked with. The Business Forum had got 8 of the top 10 employers together in the last month and attracting employees had been their biggest challenge.

Alison said it was the smaller organisations that were more receptive to offering work experience but the Trust would like to get connected to the bigger employers. MB was asked to provide that link through the Business Forum.

Alison and Emma were thanked for their presentation.

Mike  
Brown

<p><b>5.</b></p>	<p><b>Planning and Projects Sub Group (Update)</b></p> <p>The Group had looked at the objectives list and tried to find out the key contacts, the status of existing projects, what activity was happening and how the Board could help. That work was on-going. They wanted to focus on the things that could be moved forward in the short term, rather than on the long-term projects.</p> <p>Papers had been circulated which suggested a re-cast of the group's terms of reference to give more focus to its purpose and to make it more pro-active in making recommendations to the Board. It was also proposed to make future meeting of the sub-group private.</p> <p>Recommendations</p> <ol style="list-style-type: none"> <li>1. To note the progress on the objectives and the collation of evidence</li> <li>2. To agree the revised Terms of Reference for the Planning &amp; Projects sub group.</li> </ol> <p><b>AGREED.</b> (One vote against RWh).</p> <p>RWh had discussed the Terms of Reference at the Community sub-group meeting and they had felt the bulk of meetings should be held in public to provide more transparency.</p> <p>TJ was happy to have background work in private if there was a genuine commitment to publicity. He was concerned that no thought had been given to publicising the Objectives. There needed to be a proper commitment to publicity.</p> <p>RWh reported the Community Sub-Group's view that it is vital for transparency for some form of meeting notes to be published if the meetings themselves are to be private.</p> <p>CM pointed out that notes from the meeting would have to be tailored due to the sensitive nature of the discussions and would not mean much to people that had not been there. It was an officers working group to get business moving forward. The sub-group update came to the Board and set out what had been done. The update would give enough information to allow the Board to make an informed decision if one was required.</p> <p>RW agreed that the publicity was not right. He would task the Comms Team at Breckland to work on strengthening communication with the community and on how to make a summary available to the public.</p> <p>The Chairman explained that he had asked for some meetings to be held in private to get members working as a group and committed to a series of joined-up actions. We have come a long way and would not have done so if they had been public meeting. Now the challenge is to rebuild communication with the public.</p>	<p>RW</p>
<p><b>6.</b></p>	<p><b>Inward Investment Sub Group (Update)</b></p> <p>No meetings held. Report on TEP on agenda.</p>	

7.	<p><b>Projects Update</b></p> <p><b>a) TEP update.</b>  MB asked if there had been any progress since the report was written that he could report back to the Business Forum.</p> <p>WVC said that work was ongoing with progress every day but it was not complete yet. Network Rail discussions were held at their pace.</p> <p>MB advised that the Business Forum Board had expressed their thanks to RC for his efforts and BDC for what had been done to date, but their over-riding feeling was that the TEP was not going to happen in the short term. On that basis they were requesting that the roundabout money be returned for its original intention; to progress the green infrastructure plans, as they seemed like something that could be progressed to give the town a lift.</p> <p>RW was not aware of anyone else voicing concerns about the TEP.</p> <p>MB said the message they had received and the consultancy report said the TEP was not viable.</p> <p>WVC thought it was a strange decision when he was having positive discussions with the County Council and the LEP.</p> <p>MB explained that the Business Forum were not against the TEP but it was not happening in the short term. Their position was clear, they wanted the money back for use on projects now.</p> <p>RW thought the Board should look elsewhere for funding to support the other projects.</p> <p>PC thought this meeting had a consensus of agreement from all stakeholders that these matters were being progressed positively and quickly after a lack of progress over the last years. The Workshop he had attended had been very positive and people had wanted to work together. The TEP was one of the most complex sites to deal with. It had moved forward significantly and included money from the LEP and from the Business Rates pool. The planning application was about to be submitted.</p> <p>The Chairman accepted that funding was needed for other projects and the Inward Investment sub group should be tasked with progressing those.</p> <p>TJ had sympathy with both views. He had agreed to the money being used to provide momentum to get the TEP delivered but he was worried. The roundabout was due to be delivered in June 2019 but there was no date for the TEP delivery. It was risky to build a roundabout to nowhere. The money could support delivery now.</p> <p>PC said that the TEP would not happen without the roundabout. The information from the LEP was that the funding would be available for the TEP.</p>	IISG

RK accepted that it was frustrating, but it had been agreed that the money should be used to unlock the potential for the TEP and now the Board were being asked to change its mind again. The town would die without further development.

The Chairman clarified that it was not a proposal to abolish the TEP just to use the money for the roundabout on more immediate issues than the TEP. The question was, was the TEP more or less likely with the money for the roundabout up front.

RWh could see both sides of the argument. Building the roundabout demonstrated commitment to the TEP but he shared the concern that there was no guarantee anything would actually happen. It was a risk that had to be acknowledged. The Inward Investment sub group should try and get some substitute money for the sustainable projects. There was also a need for £6.5million for electricity. Were there any assurances from the LEP about that money that could be passed on to the Business Forum?

WVC agreed there was a risk, but without the roundabout the TEP would definitely not be delivered. Residential development would help to pay for electricity. Discussions with the LEP were positive and were progressing and a detailed model was being prepared.

MB thought that if there was assurance that the rest of the money would follow the Business Forum would withdraw its proposals.

TJ wanted to be reassured that everything was in place for the roundabout but that it would not be built without certainty that delivery of the TEP would happen. He wanted commitment not to build until it was absolutely necessary and asked if some of the money could be used to progress other projects now.

RW explained that the Business Rates money could only be reallocated with the agreement of all the Norfolk Leaders.

RWh asked how long the money could be kept before it had to be spent.

RD advised that the growth deal money could be lost if it was not used for the delivery of growth. Money was being drawn down against the programme of work on design and planning application preparation. Money had to be spent in accordance with the bid details.

The Chairman asked Members to vote on the proposal and MB clarified that it was the Moving Thetford Forward (MTF) money that was proposed to be returned for its original intention.

RW pointed out that that was not the Board's decision and if the proposal was supported it would have to go forward to BDC.

The proposal was not supported. (Three for and six against).

The Chairman proposed a second vote to look at ways to replace the



	<p>MTF funding from different sources and TJ requested that the Communities sub group should be tasked with prioritising what to spend the money on.</p> <p>RD noted that at the last meeting the community sub-group had been given a list of projects and asked to answer three questions about them, but had not responded yet.</p> <p>RWh explained that the list had been received after their last meeting and would be on the agenda for their next meeting.</p> <p>The new proposal to find funding as soon as possible to move projects forward, based on the priority list was agreed unanimously.</p> <p><b>b) Signage</b> NCC will be undertaking the signage work over the summer. Initial workshops on traffic management would be held in July. RD would ensure that the Communities sub-group was aware of the outcomes from the workshops.</p>	
<p><b>8.</b></p>	<p><b>Communities Sub Group (Update)</b></p> <p>The new website had been launched and further improvements were being sought. A vision and objectives page was needed and it would be nice to have photographs and details of Board members to make the page more user friendly. More information was also required on the web pages or links to information on other sites should be provided.</p> <p>Transport planning issues had been raised by the public. A more integrated and consolidated approach was needed.</p> <p>The sub-group felt that more effort was needed with regard to transparency.</p> <ul style="list-style-type: none"> <li>- On transport planning, it was reported that this could be considered as part of the Market Towns Initiative from BDC.</li> <li>- On timing of minutes, the Board agreed to reaffirm its commitment, but RW thought that an SLA was unnecessary.</li> <li>- On the summary, several members didn't see the point of this, but it was agreed that this would be picked up at the meeting when the Comms teams would be present.</li> <li>- On the SUE and TEP updates, this was agreed and would be an agenda item at future meetings.</li> </ul>	
<p><b>9.</b></p>	<p><b>Organisational updates</b></p> <p>Unfortunately WVC had had to leave the meeting for another appointment. RW would ask him to send his update round to Members by e-mail. This would be a standing item on future agendas.</p>	<p>RW/WVC</p>
<p><b>10.</b></p>	<p><b>Future Agenda Items</b></p>	

	The Chairman requested that agenda items be sent in advance of each meeting.	
<b>11.</b>	<p><b>Any Other Business</b></p> <p>TJ thought it had been very useful to have guest speakers at the meeting. He suggested that it would be good to have other speakers occasionally themed with topics on the agenda.</p> <p>RD thought that a more structured approach would be useful, using a forward plan of future decisions. At the next meeting he suggested the Board should concentrate on the initial feedback from the Working Groups.</p> <p>RWh noted that the agenda for the meeting published on the website did not include the additional papers that had been added for Items 5 and 7b. An updated version of the agenda would be published.</p>	HM
<b>12.</b>	<p><b>Date of Next Meeting</b></p> <p>11 August 2017 at 10.00am in the Captain Mainwaring Room, The Bell Hotel, King's Street, Thetford IP24 2AZ</p>	

Meeting finished at 12.30pm.

[End of Notes]

## GTDP Board Vision and Objectives

<b>Vision</b>	Greater Thetford: an outstanding place with opportunities for all
<b>Strapline</b>	Greater Thetford: a destination of choice
<b>Aim</b>	Develop Greater Thetford into a thriving, prosperous and attractive place to be
<b>Location</b>	The Greater Thetford area spans the town of Thetford and the parishes of Croxton, Kilverstone and Brettenham
<b>Objective 1</b>	To seek and lobby for investment and improvement in strategic infrastructure
<b>Objective 2</b>	To promote the Greater Thetford area as a 'destination of choice'
<b>Objective 3</b>	To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities
<b>Objective 4</b>	To revitalise Thetford town centre and improve connectivity with public and other forms of transport
<b>Objective 5</b>	To ensure a good supply and mix of quality housing with choice and opportunity for all
<b>Objective 6</b>	To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live

To seek and lobby for investment and improvement in strategic infrastructure	To promote the Greater Thetford area as a 'destination of choice'	To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities	To revitalise Thetford town centre and improve connectivity with public and other forms of transport	To ensure a good supply and mix of quality housing with choice and opportunity for all	To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live
<ul style="list-style-type: none"> <li>• To lobby for Infrastructure improvements at Ely Junction</li> <li>• To lobby and seek funds for improvements to A11/A14 junction and connectivity</li> <li>• To support and make the case for Rail and bus service improvements (inc. station) and bus/rail interchange</li> <li>• To seek S106 related investment linked to Thetford SUE</li> <li>• To lobby for Power and Utilities investment and improvements across Greater Thetford</li> </ul>	<ul style="list-style-type: none"> <li>• To brand and market Greater Thetford's offer as part of <i>Norwich – Cambridge Tech Corridor</i></li> <li>• To promote tourism with a strong and cohesive heritage and cultural offer</li> <li>• To clearly understand and promote 'offer' to new businesses and residents</li> <li>• To attract inward investment in key housing and employment sites (e.g. TEP)</li> <li>• To promote strong community engagement and civic pride</li> </ul>	<ul style="list-style-type: none"> <li>• To commission an analysis of health and social care needs</li> <li>• To commission an analysis of primary and secondary health and social care provision</li> <li>• To develop a detailed health and wellbeing action plan [based on evidence provided by health and social care needs and provision analysis]</li> <li>• Provision of walking and cycling infrastructure and connectivity</li> <li>• To promote recreation and leisure opportunities and facilities</li> </ul>	<ul style="list-style-type: none"> <li>• To enhance provision of walking and cycling infrastructure and connectivity to all modes of transport</li> <li>• To revitalise the retail offer</li> <li>• To improve the general attractiveness of the town centre</li> <li>• To undertake a review of the public sector estate and ensure it is efficient and effective (one public estate)</li> <li>• To review car parking and route management to ensure town centre is easily accessible</li> <li>• To address ASB issues</li> </ul>	<ul style="list-style-type: none"> <li>• To support delivery of Thetford SUE</li> <li>• To regenerate existing estates / neighbourhoods and revitalise housing stock</li> <li>• To ensure a mix of quality accommodation and tenure types is available across existing town and SUE to meet demand</li> <li>• To ensure there is a coordinated approach to community asset provision</li> </ul>	<ul style="list-style-type: none"> <li>• To raise attainment levels in Primary School education</li> <li>• To sustain improvement in Secondary School education</li> <li>• To promote and increase number of apprenticeships available locally</li> <li>• To review post-16 education [to include destination of school leavers]</li> <li>• To review Employers' skills and recruitment requirements</li> <li>• To match local skills/education provision with employer demand</li> <li>• To support business development and growth in Greater Thetford</li> </ul>



## Community Sub-Group Report

GTDP Board Meeting Friday 15th September 2017

Since the previous Board Meeting on 16th June, the Sub-Group has met once on 19th July. It considered two specific items that had been requested by the Board: the Planning & Projects Sub-Group's list of 'Green Infrastructure' projects and the Board Objective on the town centre and transport. Other issues discussed were largely dictated by the concerns raised by the public. We did not discuss the other Board Objectives in detail, as we were still waiting for direction on how these were to be officially publicised and public feedback sort.

Draft minutes from th Sub-Group meeting are available on the GTDP website. Particular items of interest for the Board are listed below.

- Norfolk County Council noted the Sub-Group's previous feedback about the **Bus Interchange**, but would need more evidence of problems to consider changes.
- Greater Anglia are sympathetic about access issues at the **Railway Station**, but there are similar problems at many other stations and they do not have funding available.
- Breckland Council's **Market Towns Initiative** came up, and it was suggested that the Board should be asked for its input into the themes for spending in Thetford. In particular, we should seek to ensure that any spending is aligned with the Board's Strategic Objectives.
- A member of the public thought it was a shame that Thetford parish had not joined with Brettenham & Kilverstone and Croxton in collaborating on a joint neighbourhood plan. More collaborative working was encouraged through the GTDP and the Board.
- As part of its **Cycling and Walking Routes Review**, the Sub-Group have been seeking feedback from the public about current issues and opportunities for improvements. Full details can be found at <http://www.gtdp.org.uk/cycling-walking> and the deadline for comments is 8th September.
- The issues of **littering and fly-tipping** were raised, with the suggestion that if the Recycling Centre was more flexible in what could be taken there, there might be less fly-tipping to deal with. A representative from the Norfolk Waste Partnership will be attending the next Sub-Group meeting to discuss things further.

- The GTDP objective to **revitalise the town centre and improve connectivity with public and other forms of transport** was discussed. The Sub-Group's recommendations are improvement to Riverside Walk and dealing with the clock in King Street Square as priorities for the Town Centre, along with an integrated transport plan and whatever comes out of our Cycling and Walking Study as priorities for transport links.
- The Sub-Group had been asked for feedback on a list of potential **Green Infrastructure Projects** drawn up by the Planning & Projects Sub-Group. Overall the Sub-Group viewed the list positively, but felt it was unable to comment further without more detail of what most of the proposals would involve. Some more detailed feedback has been provided directly to the Planning & Projects Sub-Group.
- Disappointment was expressed by members of the Sub-Group and the public about continuing **poor communication and transparency from the Board**. We still had not received any update on progress with the SUE, despite it being raised as an issue at the 21st April Board meeting. There had been no publicity from the Board around the launch of its Objectives for the Greater Thetford area. It was felt that the Sub-Group's views on the transparency of the Planning & Projects Sub-Group had not been given sufficient weight.
- It is hoped that the various communication and transparency issues above, together with the outstanding proposals that the Sub-Group brought to the previous Board meeting, can be addressed at this meeting. In particular, we need to arrange publicity and the chance for public feedback on the Objectives, agree that a quick list of highlights be published immediately after each meeting, ensure that full minutes are published in a timely manner, and ensure that regular updates are provided on the TEP and SUE progress.

Robert Whittaker  
*GTDP Community Sub-Group Chair*  
01-Sep-2017